

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**WATER MAINTENANCE WORKER TRAINEE
WATER RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs a variety of responsible unskilled, semi-skilled, and skilled work in maintenance and construction of water lines and fixtures, and asphalt and concrete repairs for the City's Water Resources Department. Reports to a District Supervisor.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of unskilled, semi-skilled, and skilled maintenance and construction work for the Water Resources Department. Work involves operating a variety of tools, and light and medium construction equipment to install and maintain water lines and associated fixtures in a work crew. Employee is responsible for assisting in maintaining various fixtures in the City's water distribution system. Employee is also responsible for performing preventive maintenance on equipment and may assist in maintaining records and preparing reports. Employee must exercise tact and courtesy in frequent contact with co-workers and supervisors, and occasional contact with the general public. Work is performed under regular supervision of a District Supervisor or a lead worker and is evaluated through observation and instruction.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares and transports materials and equipment to job site in a manner which maintains crew efficiency toward completing projects, and removes debris unsuitable for backfill from site, using dump trucks, front-end loaders, and related equipment.

Performs maintenance and repair of tools and equipment.

Participates in a work crew in digging and backfilling trenches, installing or removing water pipes and fixtures, and installing traffic safety devices.

Operates motorized equipment within knowledge, skills and abilities of this classification in the installation and repair of water mains, water lines, pumps, valve boxes, hydrants and associated fixtures.

Flags traffic as required when job site is in a major road or dangerous road/curve.

Works on a crew installing or removing of water taps and mains, water valve boxes, hydrants and associated fixtures; assists in repairing and replacing

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such fixtures; places pipes and fittings into excavated ditches; works on a crew that bores under roads to install pipes; installs meter boxes valve vaults or manholes. Such work is performed in accordance with established specifications, standards, and deadlines, under direction of a supervisor or lead worker.

Backfills and levels ditches and excavations; grades and repairs roads affected by fixture installation and repair work, maintains and restores landscaping using hand tools or small equipment.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the practices, procedures and equipment used in water line installation and maintenance.

Working knowledge of the occupational hazards involved and the safety precautions necessary for water line maintenance work.

Working knowledge of traffic laws, ordinances, and regulations pertaining to operation of motorized equipment.

Safely and skillfully operates and maintains light to medium equipment such as line locators, small tapping machines, walk-behind trenchers, small boring machines, front end loaders, flat-bed dump trucks, cutting saws, tamps, air compressors, jack hammers, and small air or gas-powered equipment. May operate a rubber-tired backhoe under close supervision.

Ability to safely and skillfully make water main taps up to 2" in size on ductile iron, cast iron, welded steel, polyvinyl chloride, or asbestos cement pipe.

Ability to safely and skillfully lay copper tubing and fittings up to 2" in size and install water meter boxes and metering assemblies.

Ability to skillfully use various types of repair clamps, repair couplings, gaskets, glands, threaded rods, bolts, and other related fittings to fit pipe sections together or repair leaks to form watertight pressure joints.

Ability to set up routine traffic control safety procedures for work areas.

Ability to backfill suitable soil in lifts to meet compaction standards under roadways and in open terrain.

Ability to follow oral and written instructions.

Ability to exercise some judgment and initiative in applying standards to routine work situations.

Ability to exercise courtesy in dealing with co-workers, supervisors, and customers.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL REQUIREMENTS

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Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently, and 20 pounds constantly.

Must possess the visual acuity to operate motor equipment in a safe manner.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and any related experience; or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. Possession of an appropriate class Commercial Driver's License issued by the N. C. Division of Motor Vehicles within 6 months of hire.

ADDITIONAL SPECIAL REQUIREMENT FOR DISTRIBUTION DIVISION

Possession of a class "C" water distribution system operator's certificate issued by the N. C. Department of Environment, Health and Natural Resources.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to use courtesy and tact in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

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Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 6

Non-Exempt

Formerly Known as "Water System Operator Trainee"